**Checklist for HP261 Final Paper**

Description:

Your final paper is a compilation of all the assignments and individual or group projects for from Unit 1 to Unit 3. The literature supportive discussion in each of the sessions is the alternative to taking final written examination.

Your Final Paper

| Chapter | Course ILOs | Check if you have: | Y | N |
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| **Chapter 1** A look at my organization | 1. Discuss the evolution of organizational thoughts from pre-industrial and post-industrial revolution and up to present.
2. Describe organization using various organizational theories.
3. Write a criticalanalysis of own organizationusing as framework the different organizational theories.
 | **Section 1.1** My Organization in the context of Transformative Education See instruction for first paper: Individual Reflection (My Organization in the context of transformative education) |  |  |
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| **Section 1.2** My Organization: A Comprehensive Analysis using Organizational Theories An analysis and discussion of your organization in terms of the following organizational theories:* + - Bureaucratic theory
		- Human Resource Management theory
		- Theory X and Theory Y
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| * An analysis and discussion of your organization in terms of Systems theory
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| * A description of your organization as a sociotechnical system (illustrate using an STS diagram.
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| * A description of your school as a social system.
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| * A discussion on whether your organization is an open or closed system. (illustrate using a social system diagram)
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| * An explanation on your role and position in the organization (illustrate using role set diagram) using role theory.
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| * A description of your organization according to Mintzberg's configuration.
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| --- | --- | --- | --- | --- |
| **Chapter 2: Towards Institutional Reform**(Program Planning Project) | **Do the following planning functions:*** Problem Analysis
* Problem Prioritization
* Formulate VMG and objectives
* Formulate a plan based on identified problems and needs of educational institution.
 | **Section 2.1** Introduction and Rationale A brief introduction of the organizational problem you want to address and why it is important that the identified problem be addressed. Note: Just answer the following simple questions:* Why is it a problem?
* What would happen if this problem is not addressed?
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| **Section 2.2** Problem Analysis A detailed analysis of the problem identified in Section 2.1. * Figure: Your options:
	+ Fishbone
	+ Problem Tree Analysis
	+ Cause and Effect Analysis
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| **Section 2.3** Problem Prioritization A detailed discussion of what causes were prioritized and how they were prioritized.(Note: In section 2.2, you should have identified major causes and effect.)Table or Figure: Actual problem prioritization using any of the following:1. Interrelationship Diagram
2. NGT or Nominal Group Technique
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| **Section 2.4** Program Goals and Objectives* Consistent with the result of problem analysis and problem prioritization.
* Consistent with accepted guidelines on formulating program goals and objectives.
* Figure: Analysis of Goals using the Goal Grid
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| **Section 2.5.** Program Plan (A detailed section detailing the plan on how to achieve Goals and Objectives discussed in Section 2.4)* Figure: Force Field Analysis or SWOT (An analysis of hindering or facilitating forces, internal or external, that should be addressed to successfully achieve program goals and objectives)
* Figure: Alternative Analysis (Showing how strategies to achieve outcomes were prioritized. NOTE: This is different from problem prioritization
* Figure: Gantt Chart:
	+ Goals
	+ Activities
	+ Time Frame
	+ Additional Columns:
		- Responsible person
		- Resources needed
		- Key Result Areas
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| --- | --- | --- | --- | --- |
| **Chapter 3: Managing Innovation** | **Controlling and Organizing** 1. Design an organizational structure based on identified problems and needs
2. Explain principles of organizing.
3. Design/revise an organizational structure according to identified functions.
4. Perform leadership roles using the most efficient leadership style.
5. Practice fairness and equity in the workplace. Define leadership
6. Discuss the different leadership styles.
7. Adjust leadership style according to contingency.
8. Discuss organizational culture.
9. Address motivational issues of organizational personnel.
 | **Section 3.1 Organizational Structure** (proposed) to ensure effective performance of Organizing and Controlling functionsFigure: Organizational Structure* Explain if structure is existing or if adding new one
* Rationale for the structure

**Section 3.2. Leading and Directing**1. My Leadership Style
	1. Result of situational leadership exercise
	2. Discussion of leadership style

**Section 3.3 My Organizational Culture**A brief:1. Discussion of your organizational culture (highlight most recognizable practices, symbols, exemplars, etc. In SHORT: How we do it here!)
2. Identify culture to maintain culture to change and why.
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| **References and Appendices** |  | Use APA format |  |  |